

POSITION: DIRECTOR OF FINANCE/HUMAN RESOURCES
FLSA STATUS: EXEMPT

JOB SUMMARY: The Director is responsible for managing the Court's financial operations and human resources. Duties include managing the Court's accounting and internal financial control system, including supervising cashiers and ensuring the Court's bookkeeping procedures are in compliance with standards established by the Michigan Supreme Court. Additionally, the Director prepares the Court's annual budget and manages the purchasing and accounts payable systems and ensures that all reconciliations, reports, transmittals and audits are completed on a timely basis. The above is intended to describe the general nature of work performed by the individual and is not an exhaustive list of all job duties.

EDUCATION AND EXPERIENCE: Strong accounting experience is mandatory. District Court experience preferred but will evaluate all relevant experience. Salary range: \$50,000-\$75,000 dependent upon experience.

WORK LOCATION: 4280 Telegraph Rd., Bloomfield Hills, MI.

TO APPLY: Please email your cover letter and resume to lpatton@48thdc.us. If you are unable to send material electronically, please mail to Louise Patton, 48th District Court, 4280 Telegraph Rd., Bloomfield Hills, MI 48302.

Equal Opportunity Employer